

CD50-OWI-008

REVISION D

EFFECTIVE DATE: October 24, 2002

ORGANIZATIONAL ISSUANCE

CD50

HANDLING OFFICIAL PUBLIC SPEAKING ENGAGEMENTS BY MARSHALL SPACE FLIGHT CENTER PERSONNEL

APPROVING
AUTHORITY

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CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/8/99	OWI Baselined
Revision	A	7/17/00	Quality Record Identification, Repository and Retention revised.
Revision	B	8/14/01	Update Applicable Documents
Revision	C	8/30/01	Change Quality Record and any references to quality record in OI
Revision	D	10/24/02	Add reference to applicable document. Take out references to reimbursable travel. Reference NPG 1441.1. Change flow diagram from Appendix A to Figure A.

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1. PURPOSE

This document provides instructions for processing speaking engagement requests received by the Marshall Space Flight Center Speakers Bureau.

2. APPLICABILITY

This Organizational Work Instruction (OWI) applies to the Marshall Center Speakers Bureau's coordination of appearances by Marshall employees to audiences outside the Government, including public presentations to civic, professional and other nonprofit or profit-making organizations.

3. APPLICABLE DOCUMENTS

- a. NPG 1385.1 Public Appearances of NASA Astronauts and Other Personnel
- b. NPD 1385.2F Public Appearances of NASA Astronauts and Other NASA Personnel

4. DEFINITIONS

- a. Public speaking engagement: Normally will be considered official if it is the result of a request to the Marshall Center to furnish a speaker or of an invitation addressed to an employee of the Marshall Center to appear in his/her official capacity, rather than as a private individual, during or outside of duty hours.
- b. Speaker Biography: A written description of the professional background of a Marshall Center speaker.

5. INSTRUCTIONS

In accordance with NPG 1381.1 and NPD 1385.2F, this OWI relates to the process, development and implementation of all Marshall Center Speakers Bureau requests.

Action by CD50

- 5.1 Receive telephone, fax or electronic mail requests from the public for Marshall Center speakers.
- 5.2 Log in the request in the Speakers Bureau electronic event database.

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5.3 Determine if the Speakers Bureau will support the request or if it is to be referred to Marshall's Education Office, to the Astronaut Office at Johnson Space Center or to another NASA field center. When a referral is made, the Marshall Center action stops and the contact sheet is closed out.

5.4 Identify appropriate Marshall speaker for specific engagement. Telephone and/or email request to the potential speaker outlining event information.

5.5 Confirm availability in writing with speaker. Determine if speaker has specific audiovisual or requirements and make arrangements.

5.6 Confirm Marshall speaker with requester. Provide requester a biography of the speaker as well as a Speakers Bureau evaluation form to be returned after the event.

5.7 Follow-up with speaker and requester a week prior to event to ensure all arrangements are in place.

5.8 Send thank you to requester and Marshall speaker after the event.

5.9 Close out event in Speakers Bureau electronic database.

6. NOTES

None

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

None

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9. RECORDS

Quality Record	Repository	Retention
A Speakers Bureau electronic event database is maintained. Each speaking engagement event is closed out when the speaking engagement has been given.	Maintained by Speakers Bureau Specialist	NPG 1441.1 Schedule 1/37 [1380B.] Destroy 2 years old.

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

See Figure A

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Figure A
Handling of Official Public Speaking Engagements By
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